# OUTH OF LOS ANCELES

## COUNTY OF LOS ANGELES

# INSTRUCTIONS FOR COMPLETING THE LOBBYING FIRM QUARTERLY REPORT AND CEASING ACTIVITY REPORT FORM LOB 7

Chapter 2.160 of the Los Angeles County Code

The Lobbying Firm Quarterly Report (Form LOB 7) must be completed by registered lobbying firms for each calendar quarter regardless of the level of activity of the firm, and whether or not the firm has received or made any payments to influence official County action during the quarter. **REMINDER:** An individual contract lobbyist (sole proprietor) is a lobbying firm.

The firm must attach a Lobbyist Quarterly Report (Form LOB 6) for each partner, owner or employee of the lobbying firm who qualifies as a lobbyist.

**PERIOD COVERED BY REPORT:** The period covered and the filing deadlines for the Lobbying Firm Quarterly Reports are as follows:

## PERIOD COVERED

## **FILING DEADLINE**

January, February and March April, May and June July, August and September October, November, December April 30<sup>th</sup>
July 31<sup>st</sup>
October 31<sup>st</sup>
January 31<sup>st</sup>

**IMPORTANT:** A late filing fee of \$25 per day will be assessed for the first ten days a report is filed beyond the due date. The late filing fee will then increase to \$50 per day for the second ten days; and thereafter, the late filing fee will be \$75 per day until the filer comes into compliance with the provisions of the lobbyist ordinance or the date that other sanctions or penalties are imposed, which may include, but are not limited to, a civil liability in the amount of up to \$5000, an administrative fine of up to \$5000 and a noncompliance fee of up to \$5000.

**NOTE:** If you are using this form to terminate your registration, it must be filed within <u>10 days of ceasing</u> all County lobbying activities.

If a report is sent by first class mail, it is considered received on the date of the postmark. Filing deadlines that fall on a Saturday, Sunday or official County holiday are extended to the next regular business day.

No fee is required for filing a Lobbying Firm Quarterly Report (Form LOB 7).

## FILE THIS FORM WITH ORIGINAL SIGNATURE WITH THE:

Executive Officer of the Board of Supervisors County of Los Angeles Kenneth Hahn Hall of Administration 500 W. Temple Street, Room 383 Los Angeles, California 90012 (213) 974-1093

## **INTERNET ACCESS**

The Los Angeles County Lobbyist Ordinance, rules, operational procedures, registration/ reporting forms, registrants and their quarterly activity reports are accessible at:

http://bos.co.la.ca.us/

## INSTRUCTIONS FOR COMPLETING THE LOBBYING FIRM QUARTERLY REPORT AND CEASING ACTIVITY REPORT FORM LOB 7

**PERIOD COVERED BY REPORT:** The period covered is the calendar quarter. (See the cover sheet of this form for the period covered.)

Part I – List all owners, partners, officers, and employees whose Lobbyist Quarterly Reports (Form LOB 6) are attached to this report, or who engaged in direct communication during the period:

- If an owner, partner, officer or employee of the lobbying firm qualifies as a "lobbyist", you must attach a Lobbyist Quarterly Report (Form LOB 6) completed by that individual, and you must list that individual's name in Part I of the Form LOB 7.
  - NOTE: Do not include lobbyists who are employed by lobbying firms with which you subcontract.
- Also list any owner, partner, officer or employee of the lobbying firm who does not qualify as a "lobbyist" but who, on at least five separate occasions during the reporting period, engaged in direct communication with county officials for the purpose of influencing official action.
   Do not include employees of your firm whose actions were purely clerical.

SUMMARY OF PAYMENTS: Enter the total amount received and paid this period from each section of the report.

**NOTICE OF TERMINATION:** Check the box if you are terminating all County lobbying activities.

Each Lobbying Firm that, during the quarter, ceased all County lobbying activity which required the filing of the Lobbying Firm Registration Statement (Form LOB 1) must complete the Notice of Termination section of this form to terminate its registration and its reporting obligations.

You are required to report any reportable activities that occurred during the quarter up to the termination date. You must file this report within 10 days of ceasing all activities.

NOTE: Use Amendment to Registration Statement (Form LOB 5) if you merely want to delete a lobbyist from your firm's registration.

**VERIFICATION:** The report <u>must be verified and signed by the person who is designated on the firm's registration</u> statement as the responsible officer of the firm.



## Lobbying Firm Quarterly Report/Ceasing Activity Report Form LOB 7

Page of					
Quarterly Report Covers from	through				
Type or Print in Ink					
Name of Lobbying Firm:		Telephone Number & E	Extension:		
Business Address (Number, Street & Suite):	City:	State:	Zip Code:		
Mailing Address (If different than above):	City:	State:	Zip Code:		
Part I – List the name and title of each owner, partne each lobbyist listed.) Also list and check the box ned during the report period, engaged in direct communications.	kt to each person who does	not qualify as a lobbyist but who, on at least five (5	ach a Form LOB 6 for 5) separate occasions		
Name, Title	Na	ne, Title			
SUMMARY OF PAY	MENTS	NOTICE OF TERMIN	IATION		
A. GRAND TOTAL PAYMENTS RECEIVE (From Subtotals in Part II)	D: \$	Check this box if this quarterly a Termination Report for this			
B. TOTAL ACTIVITY EXPENSES: (From Part III, Section A, 3)	\$	I certify that all activities which under Section 2.160.030 of the I Code have ceased for this lobbying	Los Angeles County		
C. TOTAL PAYMENTS TO OTHER: LOBBYING FIRMS (From Part III, Section B)	\$	All County lobbying activities o	All County lobbying activities ceased effective		
D. GRAND TOTAL PAYMENTS MADE: (B and C above)	\$	(DATE)			
		•			

## **VERIFICATION**

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on (Date):	At (City and State):	By (Signature of Responsible Officer):
Name of Responsible Officer (Ty	ype or Print):	Title:

## INSTRUCTIONS FOR COMPLETING PART II

## **FORM LOB 7**

**PART II – PAYMENTS RECEIVED IN CONNECTION WITH LOBBYING ACITIVITY:** You must provide name, address and telephone number of each person or entity with whom the firm contracts, whether or not the firm received any payments from the person during the calendar quarter. If the firm received payments from another lobbying firm, list the other lobbying firm first, and then list the firm's clients on whose behalf you lobby. In addition, for each client you must report:

- The specific County action(s) actively lobbied during the period.
- The total amount of fees and retainers received during the period.
- Any payments received during the period which were reimbursements for the firm's expenses.
- Any other payments received in connection with lobbying activities, such as an advance for expenses, the receipt
  of goods, services or facilities from a client, etc. You must attach an explanation of any payment or other receipt
  reported in this section.
- The total amount received during the period from the client.
- Add the total payments received from all clients or employers and enter a total at the bottom of the page. Also enter the total in the "Summary of Payments" section on page 1, Line A.

## Lobbying Firm Quarterly Report Form LOB 7

		Pageof	
NAME OF LOBE	BYING FIRM:	PERIOD COVERED:	
		VED IN CONNECTION WITH LOBBYING ACTIVITY (Include payment whose behalf you perform lobbying services.) (ROUND TO WHOLE DO	
Client's name, addre	ess and telephone nu	umber:	
Description of the cl	ient's specific County	y lobbying interest(s):	
<b>F</b>	l. Deitalanna ann ata	Cilian Parameter	Taran Thia
Fees and Retainers	Reimbursements of Expenses	Other Payments (attach explanation)	Total This Period
\$	\$	\$	\$
Client's name, addre	ess and telephone nu	umber:	
Description of the cl	ient's specific County	y lobbying interest(s):	
Fees and Retainers	Reimbursements of Expenses	Other Payments (attach explanation)	Total This Period
\$	\$	\$	\$
Client's name, addre	ess and telephone n	lumber-	
Oliches Hame, addre	233 and telephone no	umber.	
Description of the cl	ient's specific County	y lobbying interest(s):	
Fees and Retainers	Reimbursements of Expenses	Other Payments (attach explanation)	Total This Period
\$	\$	\$	\$
Ψ	Ψ		Ψ
☐ If more s	space is needed,	, check box and attach continuation sheets.	
		SUBTOTAL	

## INSTRUCTIONS FOR COMPLETING PART III

## **SECTION A**

## **FORM LOB 7**

## PART III - PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES:

**SECTION A: ACTIVITY EXPENSES:** Only include in Section A those activity expenses which were arranged, incurred or paid by the lobbying firm. <u>Do not</u> include expenses reported on any of the attached LOB 6 forms.

An "Activity Expense" is any expense incurred or payment made by a lobbying firm which benefits in whole or in part any County official or member of the immediate family of a County official, regardless of whether the expense or payment is reimbursed to the person on whose behalf the County lobbying services are performed. Activity expenses include gifts, honoraria, consulting fees, salaries, and any other form of compensation.

A "County Official" is any member of the Board of Supervisors, the Sheriff, the Assessor, the District Attorney, a County Commissioner, and any other County officer or employee whose duties are not clerical or manual.

A "Gift" shall be defined as set forth in the Political Reform Act, Government Code Section 81000 et seq. and the regulations adopted thereunder; except that the exclusion for campaign contributions shall be defined and governed as set forth in Chapter 2.160 of the Los Angeles County Code.

You must itemize all "Activity Expenses" arranged, incurred or paid by the firm, and you must report activity expenses during the period in which they occurred regardless of whether they were actually paid during the period.

- If the firm has not paid, incurred, or arranged any activity expenses during the period, other than those reported on the Lobbyist Quarterly Report (Form LOB 6), enter zero (0) in "Total Section A.1".
- If the firm has paid, incurred or arranged any activity expense:

**DATE:** Enter the date the expense was incurred or the event occurred.

**NAME, POSITION, AND ADDRESS OF PAYEE:** List the name, position or title and address of the vendor or other person to whom payment was made or incurred, if different than beneficiary.

NAME AND POSITION OF COUNTY OFFICIALS AND AMOUNT BENEFITING EACH: List the name and position or title of each County official who benefited from the payment. Also list the portion of the total activity expense which is attributable to each official. Note: You are not required to list in this section yourself or any other person who benefited who is not a County official. You must, however, maintain in your records the total number of persons who benefited.

**<u>DESCRIPTION OF CONSIDERATION:</u>** Describe the goods or services received by the County official(s), e.g., lunch, drinks, flowers, etc.

**TOTAL AMOUNT OF ACTIVITY EXPENSE:** Enter the total amount paid, arranged, or incurred for the activity, not just the amount which benefited the County official(s).

## Lobbying Firm Quarterly Report Form LOB 7

			Page	of	_
NAME (	NAME OF LOBBYING FIRM: PERIOD COVERED:				
PART II	I – PAYMENTS MADE IN CONNECT	TION WITH LOBBYING ACT	IVITIES		
SECTIO	N A: ACTIVITY EXPENSES (see inst	tructions)			
	VITY EXPENSES ARRANGED, INCU			RM.	
Date	Name, Position, and Address of Payee (If different than Beneficiary)	Name and Position of County officials (Beneficiary) Amount Benefiting Each		Description of Consideration	Total Amount of Activity Expense
				-	
☐ If mo	SECTION A.1. (If none, enter 0 and continuous space is needed, check box and attactions all subtotals from continuation sheets	ch continuation sheets			
	L OF ALL ACTIVITY EXPENSES PAID, IN HE LOBBYING FIRM AS REPORTED ON		Y ALL LOBBY	ISTS EMPLOYED	
	L OF ALL ACTIVITY EXPENSES (Section MARY OF PAYMENTS" ON PAGE 1, LIN		E IN THE		

## **INSTRUCTIONS FOR COMPLETING PART III**

## **SECTION B**

## FORM LOB 7

## PART III - PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES:

SECTION B: PAYMENTS TO OTHER LOBBYING FIRMS (Subcontractors): If your lobbying firm subcontracts with another lobbying firm, you must report:

- The full name, address and telephone number of the subcontractor.
- The name of the employer or client for whom the subcontractor was retained to lobby.
- The total amount paid to the subcontractor during the period, including any amounts which were reimbursements for expenses incurred by the subcontractor.

Enter the total payments made during the period to all other lobbying firms. Also enter the total of this section in the "Summary of Payments" section, on Page 1, Line C.

## Lobbying Firm Quarterly Report Form LOB 7

	Pageof	-
NAME OF LOBBYING FIRM:	PERIOD COVERED:	
PART III – PAYMENTS MADE (Continued)		
SECTION B: PAYMENTS MADE TO OTHER LOB	BYING FIRMS (Subcontractors)	
$\square$ I HAVE NOTHING TO REPORT IN THIS SEC	TION	
Name, Address and Telephone Number of Firm Contracted With	Name of Employer or Client For Whom Subcontractor was Retained to Lobby	Amount Paid To Subcontractor This Period
If more space is needed, check box and attach continuation sheets.	TOTAL PAYMENTS (Include all subtotals from continuation sheets) Enter the total in the "Summary of Payments" on Page 1, line C:	